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Applying for Federal Campus-Based Funds

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OBJECTIVES

By the end of this session, you will be able to:

- ❖ understand how to apply for federal campus-based funds,
- ❖ complete Part I and Part II of the Fiscal Operations Report and Application to Participate (FISAP), and
- ❖ understand the funding process.

RESOURCES

- ❖ *The Blue Book*, Chapter 3—Obtaining Authorization for Campus-Based Funding
- ❖ *The Blue Book*, Chapter 6—Title IV Reporting, NSLDS, Audit, Program Review, and Guaranty Agency Procedures
- ❖ *The Fiscal Operations Report and Application to Participate (FISAP)* Instructions Booklet
- ❖ Federal Regulations 34 CFR Parts 673.3, 674.19, 675.19, and 676.19
- ❖ DCL CB-99-2 (January 1999)
- ❖ DCL CB-98-11 (LD) (July 1998)

A. THE FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP)

Notes



The FISAP

The Fiscal Operations Report and Application to Participate (FISAP) is:

- ♦ an annual report of financial aid funds spent and enrollment activity for the previous award year and
- ♦ an application a school completes to receive funds from one or more Title IV campus-based programs for the following award year.

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The FISAP (cont'd)

Federal regulations require a school to submit a FISAP if:

- ♦ the school is requesting campus-based funds for the following award year,
- ♦ the school received campus-based funds the previous award year, or
- ♦ the school has a Federal Perkins Loan fund, but is not applying for campus-based funds.

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- The U.S. Department of Education's (ED's) Title IV Wide Area Network (TIV WAN) enables a school to transmit, receive, and report FISAP information using a personal computer (PC).
- Each FISAP reports information for the preceding award year that ended June 30 of the current calendar year and requests funds for the award year that begins on July 1 of the following calendar year.

For example, when a school files a FISAP on October 1, 1999, it will report on the period from July 1, 1998 through June 30, 1999, and apply for the period July 1, 2000 to June 30, 2001.

THE FISAP CYCLE

| Date | Action |
|-------------|------------------------------------------------------------------------------|
| August 1 | ED distributes FISAP software to schools. |
| August 27 | Schools submit reallocation form electronically to ED. |
| October 1 | Schools submit FISAP electronically to ED. |
| November 15 | Schools receive electronic edit report from ED. |
| December 15 | Schools submit any edit corrections electronically to ED. |
| February 1 | Schools receive tentative allocation of funds notice electronically from ED. |
| April 1 | ED notifies schools electronically of final allocation. |

- In addition to the data submitted electronically, a school must mail signed, original copies of the FISAP signature page and certification forms to ED.
- All FISAP edits must be resolved or explained to ED's satisfaction before any Title IV funds are allocated.
- FISAP Question and Answer:

Aleave Business College has decided not to apply for campus-based funds for the 2000-01 award year because it is phasing out the educational programs eligible for Title IV assistance. However, Aleave Business College received campus-based funds for the Federal Perkins Loan Program and Federal Supplemental Educational Opportunity Grant (FSEOG) Program for the 1998-99 award year.

Q: Should Aleave Business College file a FISAP for the 2000-01 award year?

Q: Aleave Business College filed its FISAP by October 1, but later discovered an error on the FISAP. Can Aleave Business College correct the error? If so, what is the deadline for submitting the corrections to ED?

1. Part I: Identifying Information, Certifications, and Warning

- All schools must complete Part I of the FISAP. Parts I and II of the FISAP appear on pages 20 through 22 of this Guide.



Part I: Identifying Information, Certifications, and Warning

Part I of the FISAP:

- ♦ collects demographic information about school,
- ♦ requires certification that the information submitted on FISAP is true and accurate,
- ♦ warns certifying officials that FISAP is subject to an audit and program review by ED, and
- ♦ must be returned in paper form to ED.

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2. Part II: Application to Participate



Part II: Application to Participate

Part II is used to:

- ♦ request campus-based funds and
- ♦ report institutional information on:
 - ▲ student enrollment,
 - ▲ tuition and fee assessments,
 - ▲ Federal Pell Grant and state aid expenditures, and
 - ▲ eligible applicants.

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- The amount of funds an institution receives is determined by formulas contained in federal law and regulations.

Notes



Part II, Section A: Request for Funds

- ♦ A school lists the amount of funds it wants to receive for each campus-based program in which it participates.
- ♦ If a school enters "0" for a program, it will not receive an allocation, even if eligible.

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- A school should not request more funds for a program than it expects to use.



Part II, Section A: Request for Funds - Perkins

For the Federal Perkins Loan Program, schools must make two types of funding requests:

- ♦ level of expenditure (LOE)
 - ▲ total amount a school expects to use to make loans to students and pay administrative and collections costs
- ♦ federal capital contribution (FCC)
 - ▲ amount of new federal funds to be contributed to school's existing Federal Perkins Loan fund

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Part II, Section A: Request for Funds - FSEOG and FWS

For the FSEOG and FWS Programs, schools request the amount of federal funds they need to:

- ♦ make FSEOG awards to students and pay FSEOG administrative costs in the upcoming year and
- ♦ make FWS awards to students to pay their earned compensation, cover allowable Job Location and Development Program expenditures in FWS, and pay FWS administrative costs.

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- At least 7 percent of a school's FWS funds must be spent for community-service positions beginning with the 2000-01 award year.

b. Section B: Reserved for Future Use

- Schools skip this section.

c. Section C: FWS and/or FSEOG Institutional Share Waiver Request

Notes



**Part II, Section C: FWS
and/or FSEOG Institutional
Share Waiver Request**

- ♦ Completed only by schools that desire and qualify for a waiver of the nonfederal share requirement for the FWS and FSEOG Programs.
- ♦ Waiver request available to schools designated as an eligible school under Title III.

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d. Section D: Federal Perkins Loan Program Liquidation Request



**Part II, Section D:
Liquidation Request**

- ♦ Completed by schools that wish to withdraw from the Federal Perkins Loan Program.
- ♦ Schools must follow approved liquidation procedures outlined in "Dear Colleague" Letter CB-98-11(LD).

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e. Section E: Waiver Request for Under Use of Funds

Notes



Part II, Section E: Waiver Request for Under Use of Funds

- ♦ A school returning to ED more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for an award year will automatically receive a reduction in its allocation for the following award year by the dollar amount returned.
- ♦ Section E is completed by a school requesting a waiver of penalty for returning campus-based funds.

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- Each waiver request will be considered by an ED review panel.

f. Section F: Information on Enrollment



Part II, Section F: Information on Enrollment

- ♦ Used by ED to compute a school's campus-based program allocation.
- ♦ A school reports its enrollment information on the basis of whether it uses a traditional or non-traditional calendar.

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Part II, Section F: Information on Enrollment (cont'd)

A school that uses a traditional calendar:

- ♦ has an academic year that consists of terms and admits students only once each term.

A school that uses a non-traditional calendar:

- ♦ admits students monthly or more frequently into a majority of its eligible programs, even if they attend classes on a quarter, trimester, or semester basis.

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- Include any student enrolled in one or more undergraduate or graduate/professional classes, except students who were exclusively auditing classes.

g. Section G: Assessments and Expenditures



Part II, Section G: Assessments and Expenditures

- ♦ Used by ED to compute a school's need for campus-based program funds.
- ♦ A school reports tuition and fee revenues assessed for all students reported as enrolled in Section F of Part II.

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- Assessed tuition and fee revenues include:
 - amounts charged and collected,
 - amounts charged but not collected, and
 - remissions or waivers of costs, even though not collected.

- A school should include only those fees that are charged to all students.
- If a school charges a total, inclusive fee for tuition, room, and board, it may not count the room and board portion of the fee in assessed revenues. It must allot a reasonable amount of the total fee to tuition only.
- If a school assesses and collects fees on behalf of a non-institutional agency, it may not count these fees in assessed revenues.

For example, student medical-insurance premiums collected by a school and passed on to an insurance company are not considered school-assessed revenues.



Part II, Section G: Assessments and Expenditures (cont'd)

- ♦ A school reports total Federal Pell Grant expenditures for the previous award year.
- ♦ A school reports information on state scholarships and grant expenditures for the previous award year.

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- State awards include those from the state in which a school is located and those from other states.
- Robert C. Byrd Honors Scholarships and Paul Douglas Teacher Scholarships should not be reported.

Notes